

Personnel

MISSION TRAINING PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-22, *Military Training*. It establishes requirements and responsibilities for providing advanced supplemental training for officers, enlisted, and civilian personnel based on levels of urgency. It applies to all AFSOC units. This instruction does not apply to Air National Guard or Air Force Reserve units. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, authorized by 10 USC 275; personnel records; 10 USC 8013, Secretary of the Air Force: powers and duties; delegation by, and EO 9397. System of records notice F030 AF MPA, Personnel Data System (PDS) applies and EO 9397.

1. General. Specific objectives are to develop and maintain professional and technical skills, knowledge and abilities to meet Air Force needs. This program should be used only after all other training possibilities have been explored. This instruction also provides guidance on how to conduct HQ AFSOC's MAJCOM Mission Training (vice TDY-to-School) annual screening. The reporting requirements in this directive are exempt from licensing in accordance with AFI 37-124, paragraph 2.11.10, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

2. Terms Explained.

2.1. Air Force-Funded Seat. Air Education and Training Command (AETC)-funded seats provided by 2d AF/DO to MAJCOM Training Requester Quota Identifier (TRQI) each fiscal year (FY).

2.2. Air Force Training Management System (AFTMS). An on-line data base management system used to manage training. Supports the management process used to develop and integrated USAF military and technical training program for officer/enlisted/civilian personnel, major commands (MAJCOMs), special operating agencies (SOAs), direct reporting units (DRUs), Department of Defense (DoD), and other governmental and non-governmental training needs.

2.3. Allocation. Number of seats allocated by 2d AF/DOP to each MAJCOM TRQI. These are actual class seats loaded in the AFTMS system as AETC-funded or unit-funded.

2.4. Allocation Summary (ALLOC 3). Computer-generated product produced at the end of each month that identifies course and class allocation/suballocation information (e.g., class identification, command OPR, class start date, etc.).

2.5. Annual Screening. Each FY, AFSOC units must screen their training needs for AETC type 1, 2, 3, and 5 training; Mobile Training Team (MTT) type 4 training; Air Force Institute of Technology (AFIT), and Acquisition Professional Development Program (APDP) courses. HQ AFSOC/DPPMT begins the process when they send a message to the wing commanders and AFSOC units asking them to screen their units for training requirements. Unit commanders should limit their requirements to the number of quotas required to meet mission needs based on training priority levels identified in paragraph 2.20.

2.6. Bogey. Bogey (Air Force Funded Seat) is allocated yearly to each MAJCOM TRQI by 2d AF/DO. Upon receipt, HQ AFSOC/DPPMT distributes bogey allocations based upon procedures covered in paragraph 3.2.3. below.

2.7. Fiscal Year Defense Plan (FYDP) Worksheet. Utilized by MAJCOM/Organization representatives to report training requirements for the upcoming fiscal year plus five years.

2.8. Functional Manager (Base-level). Individual assigned duties at base-level for managing the supplemental training program for one or more functional areas. Specific responsibilities are outlined in this instruction.

2.9. Functional Manager (MAJCOM-level). Individuals assigned duties at the MAJCOM-level for managing all aspects of the supplemental training program for one or more functional areas. Specific responsibilities are outlined in paragraph 4.

2.10. Mission Impact Statement (AF Form 3933, **MAJCOM Mission Training Request**). Form prepared during the annual screening process to identify and certify mission-essential (Level 1) training needs.

2.11. Mobile Training Team (MTT). Training provided by AETC instructors at locations other than technical training centers. The using unit provides training location and, if applicable, pays for the travel, per diem, and provides transportation for instructor(s). Units may host students from other locations.

2.12. No-Show. Quota not canceled or filled by functional manager before the cancellation deadline date. Deadlines are established in accordance with AFCAT 36-2223, *USAF Formal Schools*, Chapter 3.

2.13. Not Reported Status. No-shows, unknown status, or graduates whose instructor, training manager, or registrar has not yet updated student accounting files. In some cases, the student graduated but was never enrolled in student accounting.

2.14. On-Line. The ability to update, retrieve, and review data immediately. Most day-to-day training transactions are on-line with AFTMS.

2.15. Out-of-Cycle Request. Requirement requested by functional managers outside the annual screening cycle. Requests must be accompanied with an AF Form 3933, initiated by the unit commander and endorsed by the wing commander for Level 1. For Levels 2 and 3, use of AF Form 3933 is optional; however, a written format (course number, course title, funding, and quantity) is required.

2.16. Quota. A class seat suballocated to a MPF/CPF by a MAJCOM TRQI.

2.17. Requirement. Statement of training need initiated at the unit or MAJCOM, SOA, or DRU level.

2.18. Suballocation. The method a TRQI uses for transmitting an allocated class seat to the MPF/CPF. The transmission can be by-name or bulk-allocated to a specific unit without names attached.

2.19. Training Line Number (TLN). A 10 position number assigned to each quota record and the key to that record.

2.20. Training Priority Code. MAJCOM mission training is prioritized by HQ AFSOC according to the training level of urgency. Following are levels of urgency definitions:

2.20.1. Level "1" Mission Accomplishment. Accomplishment of the Air Force mission objective will not occur if training requirement is not satisfied. As the most urgent level, these requirements take priority over all other MAJCOM training requirements. In using this rating, commanders are saying the training is critical for accomplishing the day-to-day mission and, if AF funds cannot support the need, unit funds will be used because the training is essential.

2.20.2. Level "2" Mission Sustainment. Training required to maintain the Air Force's readiness posture. This training is needed to minimize the erosion factor.

2.20.3. Level "3" Mission Enhancement. Training that fosters the effective use of resources to improve the Air Force's mission capability.

2.21. Training Requester Quota Identifier (TRQI). A designated user of training within the AFTMS. The agency responsible for consolidation, validation, and release of requirements, to include suballocation of class seats to the MPF/CPF.

2.22. Unit Funded. Training seat funded by the unit. Cost to the unit consists of travel, per diem, and registration fees (if applicable).

2.23. Use Rate. Projected allocations versus allocated seats.

3. Procedures.

3.1. Identification of Training Needs:

3.1.1. HQ AFPC/DPP notifies each MAJCOM Training Office (HQ AFSOC/DPPMT) to complete upcoming FY annual screening for MAJCOM mission training requirements.

3.1.2. Upon receipt of HQ AFPC notification, HQ AFSOC/DP forwards a message to all AFSOC wing commanders, unit commanders and Military Personnel Flights (MPFs) to pass on to their functional and training managers, advising them to screen their organizations for training requirements in the upcoming FY plus 5 years. Special instructions or changes to the screening process identified by HQ AFPC are included in the DP message. The Base Military Personnel Flight Base Training Section will act as the focal point to consolidate and submit the Level 1 requirements for their base. Level 1 requirements are routed to the wing commander for signature and then forwarded directly to HQ AFSOC/DPPMT. All other levels of urgency are sent from the unit training/workcenter supervisor to their AFSOC functional managers.

3.1.3. Base-level functional managers comply with the HQ AFSOC/DP message and screen their respective units for training requirements and identify their needs by level of urgency as described in item 2.20 above. Functional managers should only request actual training needs required to accomplish the organization mission and not desirable courses or those that are nice to have. Base-level managers must ensure they have and can release personnel for requested courses. If you can only release five personnel for training, then don't ask for more than five training requirements. Also, unit commanders should be prepared to unit fund their training requirements if AETC-funded seats are not sufficient to meet the command's training requirements.

3.1.3.1. Level 1 requirements are accompanied by Mission Impact Statements (AF Form 3933) initiated and signed by the unit commander and routed to the MPF to consolidate and obtain endorsement by the wing commander. Statements must state exactly how and why the unit mission will fail if training is not received. If there is no impact, so state. Commanders will identify work-arounds until training is secured. If there are no work arounds, so state. Level 1 requirements are consolidated, forwarded to the wing commander for approval, and then sent directly to HQ AFSOC/DPPMT.

3.1.3.2. Level 2 and 3 requirements are submitted on an AF Form 3933 for the upcoming FY only. As a minimum, include course number, course title, quantity required, and level of urgency (2 or 3). These requests are signed by the unit commander and forwarded to the responsible HQ AFSOC functional manager for review and validation. Only submit requirements for courses required for mission sustainment or enhancement and only if the unit can release personnel for attendance.

3.1.3.3. Base-level and MAJCOM functional managers will maintain a copy of all FY MAJCOM mission training submissions and mission impact statements until that FY training program is complete. Once all Level 1 requirements have been forwarded to HQ AFSOC/DPPMT, a copy is sent to the appropriate functional manager. This provides continuity throughout the year for both MAJCOM and base-level functional managers.

3.1.3.4. Upon receipt of the Level 2 and 3 requirements from the unit commanders, AFSOC functional managers review all submissions and the levels of urgency submitted by base-level functional managers for validity. Functional managers forward a consolidated listing of the Level 2 and 3 requirements to HQ AFSOC/DPPMT for update in the AFTMS utilizing the FYDP Worksheet (Attachment 1). Copies of all unit requests are maintained by HQ AFSOC functional managers until that FY's training is completed. HQ AFSOC/DPPMT will maintain a copy of the consolidated FY requirements until that FY's training is completed.

3.1.3.5. A copy of all Level 1 requirements along with a consolidated listing of Levels 2 and 3 will be submitted to Air Staff and 2d AF/DOP from HQ AFSOC/DP via cover letter validating the commands training needs. The letter will state the requirements are essential to keep the mission functioning, and personnel will be made available for attendance at confirmed classes. (**NOTE:** Each year units request training requirements and when class seats are confirmed the unit then states no one is available to attend or they can't fund the training. This creates management problems at the schoolhouse.) HQ AFSOC/DPPMT updates the command's training requirements (Levels 1, 2, and 3) for the forthcoming FY in the AFTMS. The updates are reviewed, validated, and released to 2d AF/DOP for course and class build.

3.1.3.6. 2d AF/DOP consolidates the MAJCOM requirements and releases them to AETC training schoolhouses where the classes are then built. They build MAJCOM mission training courses based on the MAJCOM's input as a result of annual screening. However, instructor availability and the total number of initial skills personnel requiring training affect the courses/classes they can provide.

3.1.3.7. Any changes to the annual screening after it has been submitted to HQ AFSOC/DPPMT must be requested out-of-cycle in an official memorandum. If the out-of-cycle request is for a Level 1 course, an AF Form 3933 must accompany the memorandum.

3.2. Resource Utilization.

3.2.1. AFSOC functional managers with Level 1 requirements meet to determine the allocation of forthcoming Air Force-funded seats. Requirements are identified by level of urgency and distributed based on the order for use when the Air Force-funded seat allotment is received.

3.2.2. In the fourth quarter of the FY, 2d AF/DOP releases the next FY Air Force-funded seat allotment, along with course numbers, classes, and dates for training they plan to teach/provide for the upcoming FY.

3.2.3. Upon receipt of the Air Force-funded seats from 2d AF/DOP, HQ AFSOC/DPPMT schedules a Functional Manager Working Group meeting to complete the funded seat distribution from the level of urgency list. Distribution of Air Force-funded seats is in order of urgency, with Level 1, then Level 2, then Level 3, until all AETC-funded seats are allocated. If all Level 1 requirements are not met, the MAJCOM functional managers will decide which Level 1 requirements will be AETC-funded and which will be unit-funded.

3.2.4. HQ AFSOC/DPPMT allocates the quota by name in the AFTMS to the using base or updates a no-name suballocation for use by tasked unit. Names or units using the training quotas are supplied by the MAJCOM functional managers. At a minimum, MAJCOM functional managers must allocate all requirements NLT 60 days prior to class start date. MAJCOM functional managers will continually review their ALLOC 3 Report of Individual Personnel (RIP) for seat usage. In accordance with AFCAT 36-2223, the user must return any seat not allocated within 30 days of class start date for types 1, 2, 3, and 4 AST courses; within 45 days of class start date for type 4 ASF courses; and within 60 days of class start date for type 5 courses. These seats are then redistributed to another user. If the seat is not suballocated or returned to 2d AF/XPP within the above time frames, HQ AFSOC/DPPMT will charge the directorate responsible for the seat with a "No-Show."

3.2.5. Military Personnel Flight Relocation/Employment Section/CPF receives the training allocation RIP and notifies tasked unit of individual's name or TLN if no name is assigned. If quota was a no-name allocation, the unit provides MPF/CPF the required information for Personnel Concept-III (PC-III) update of personal data on selectee for attendance. Personnel Employment reviews course requirements to ensure member meets all prerequisites for attendance.

3.2.5.1. If all requirements are met for course attendance, MPF/CPF, or unit (if unit-funded), prepares orders and the member attends scheduled course. For military personnel, the individual reports to MPF for TDY briefing and receipt of TDY departure preparation checklist.

3.2.5.2. If prerequisites are not met, the MPF/CPF returns the quota to HQ AFSOC/DPPMT for redistribution by the MAJCOM Functional Manager Working Group. The group will reallocate the seat to the next prioritized requirement. HQ AFSOC/DPPMT will suballocate the quota to the base MPF/CPF or update the name in AFTMS. MPF/CPF will follow the procedures as outlined above.

3.2.5.3. HQ AFSOC/DPPMT notifies each MPF/CPF by message of the TLN and reporting instructions for any allocation suballocated within 30 days of class start date. These requirements will be updated as a MAJCOM-confirmed TLN and no training notification RIP will flow to the base. The HQ AFSOC/DPPMT message will be used as authority to allow selected personnel to attend training.

4. HQ AFSOC Functional Manager Responsibilities.

4.1. Acts as a member of the HQ AFSOC Functional Manager Working Group and prioritizes all MAJCOM mission training requirements.

4.2. Reviews all submissions for their area of responsibility, ensuring the information is accurate and the courses are listed in the PMS Catalog or AFCAT 36-2223, course title matches course number, and expiration date is not beyond 1 October of the fiscal year being screened. HQ AFSOC functional managers will identify and revisit any requirements that seem unusual with the unit training manager responsible for the request. For example, a maintenance squadron requests a contracting course. A check with the unit indicates it is for an individual who monitors contracts for the unit. It seems like a valid requirement to the unit, but this course is for base contracting personnel only. The training required can be obtained in most cases from base contracting.

4.3. Uses the ALLOC 3 roster for managing their training class seats. Emphasis must be placed on filling seats in a timely manner. If managers are unable to fill their seats, notify HQ AFSOC/DPPMT in accordance with paragraph 3.2.4.

4.4. Completes the appropriate HQ AFSOC/DPPMT Official Memorandum (Attachment 2), Formal School Action, when requesting members be scheduled for training. All AFSOC units must coordinate with their HQ AFSOC functional manager for their training needs. HQ AFSOC/DPPMT will only process those requests submitted by the HQ AFSOC functional manager. (**NOTE:** Requests for USAF Special Operations Schoolhouse courses may be coordinated through the MPF/CPF Relocation/Employment section who will forward to HQ AFSOC/DPPMT).

5. HQ AFSOC/DPPMT Responsibilities.

5.1. Acts as points of contact for policy, guidance, and functional manager training within the MAJCOM.

5.2. Notifies AFSOC units to conduct the annual screening process. Serves as focal point for collecting wing commander's approved Level 1 requirements.

5.3. Schedules HQ AFSOC Functional Manager Working Group meetings to review and validate requirements.

5.4. Manages the Air Force Training Management System (AFTMS) based on MAJCOM/unit requirements.

5.5. Provides HQ AFSOC functional managers with copies of requirements review listing (ALLOC 3) for review and verification.

5.6. Processes out-of-cycle training upon receipt of official memorandum or AF Form 3933.

6. Mobile Training Team (MTT). MTTs are traveling training teams that provide training to units possessing a sufficient number of students. The hosting unit provides training location, facilities, equipment and, if applicable, pays for travel, per diem, and provides transportation for the instructor(s). Units request MTTs through their MAJCOM functional manager during the annual screening process on an Air Force Form 3933. Requests are then forwarded to the appropriate command/agency. These are non-bogey requests. Availability of MTTs reside with the schoolhouse or agency providing the training. Rationale: Some MTT requests are met by AFSOC command schools. Other MTTs are hosted by DoD, Army, and Navy schools. Funding issues: Except for out-of-cycle requests, HQ AETC normally funds travel and per diem for their instructor(s). Units usually fund other than AETC school requests.

7. No-Show Process. All quotas not returned IAW AFCAT 36-2223 by the confirmation-by-name suspense date or not filled by the requester on the class start date will be updated in the AFTMS as "No-Shows." When 2d AF/DOP charges the command with a "No-Show," HQ AFSOC/DPPMT determines if it is chargeable to the MAJCOM or the base. MAJCOM "No-Shows" are charged to either formal training or the functional manager. Base "No-Shows" are charged to the MPF Employment Readiness Section. Regardless of the chargeable account, HQ AFSOC/DPPMT requires an explanation concerning the circumstances which led to the "No-Show."

STEPHEN V. BROWN, Colonel, USAF
Director of Personnel

Attachment 1

FUTURE YEAR DEFENSE PLAN (FYDP) MRT WORKSHEET

INSTRUCTIONS FOR SUBMITTING MISSION READINESS TRAINING (MRT)
FUTURE YEAR DEFENSE PLAN (FYDP) QUOTA REQUESTS

Identifying the Requirement. MAJCOM/Organization representatives will consolidate unit MRT quota requests.

Submitting Quota Requests. Submit MRT quota requests as illustrated in the sample worksheet to the appropriate MAJCOM/Organization representative. Rank the quotas starting with the highest priority at the top. Priorities are 1, 2, or 3 only (i.e., 1-1, 1-2, 2-1, 2-2, 2-3, 3-1, 3-2, 3-3, 3-4, etc.). Do not fill in the shaded areas. An electronic version of the worksheet will be provided (Microsoft Excel v5.0c format). Please copy and paste for each course as needed. Data is required for FY99 through FY05.

Sample MRT Worksheet
(Actual document goes through FY05)

Mission Readiness Training (MRT)																		
Smith/Lt Col/50th Space Wing/225-1234																		
PRIORITY	COURSE #	TITLE	CODE	FY99			FY00			FY01			FY02			FY03		
				OFF	EN	CIV	OFF	EN	CIV	OFF	EN	CIV	OFF	EN	CIV	OFF	EN	CIV
1-1	E3APIC471000	Control Craftsman	XBG	1	8	0	1	8	0	1	8	0	1	8	0	1	8	0
				Active Duty	1	6		6		4		1	6		6			
				Guard		1		1	2		1			1			1	
				Reserve		1		1		2		1			1		1	
				International			1							1				
PRIORITY	COURSE #	TITLE	CODE	FY99			FY00			FY01			FY02			FY03		
				OFF	EN	CIV	OFF	EN	CIV	OFF	EN	CIV	OFF	EN	CIV	OFF	EN	CIV
2-1	L3AZR3F072A00	Trainer/Supervisor	61P-DOD	2	10	2	2	10	2	2	10	2	2	10	2	2	10	2
				Active Duty	1	8		2	8		1	8		2	8		1	8
				Guard		1		1		1		1		1			1	
				Reserve		1		1		1		1		1			1	
				International	1					1					1			

Attachment 2

HQ AFSOC/DPPMT OFFICIAL MEMORANDUM FOR
REQUESTING TRAINING

DATE

MEMORANDUM FOR HQ AFSOC/DPPMT
ATTENTION:

FROM: MAJCOM Tng Manager

SUBJECT: Training Request

1. Listed below is the information you need.

COURSE TITLE: INTAC

COURSE NUMBER/ID: L5OZA10C0-000

CLS-ID: 98029

CSD: 980810

CGD: 980814

RANK/NAME: MAJ JOHN DOE

SSN: 000-00-0000

DUTY TITLE: DUTY TITLE

SECURITY CLEARANCE: SECRET/TOP SECRET/ETC.

DUTY ADDRESS: HQ AFSOC/DPPMT
100 Bartley Street, Ste 173E
Hurlburt Field FL 32544-5273

2. If you have any questions, please give me a call at NUMBER.

SIGNATURE BLOCK